

Stage One			Stage Two			Stage Three			Stage Four					
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
												1	“Kick-off” meeting	Review Small Area Guide process and principles; introduce inquiry; form work groups focused on areas of inquiry
												2	Programming	Populate work groups; develop preliminary inquiries and committee made up of representatives from each work group
												3	Steering committee refinement	Refine work group principles and inquiries; ensure consistency of requests for proposals
												4	City Council check-in	Update City Council on progress related to preliminary inquiries; work group focus and obtain approval for requests for proposals
												5	RFP review	Review of responses to request for proposals
												6	Consultant selections	Forward steering committee recommendations for consultant selection
												7	Direction to consultants	Provide guidance to consultants based on results of the steering committee; the Small Area Plan; review work plans of consultants and steering committee
												8	Development of draft development framework	Conduct investigations and research; pose initial directions; findings and directions; prepare draft overall development framework
												9	Review and refinement of draft development framework	Convert draft overall development concept and develop draft development framework
												10	Community meeting	Present draft development framework to the public; solicit input
												11	Boards and commissions review	Present draft development framework to City boards and commissions; steering committee to define necessary refinements; coordinate input
												12	City Council presentation	Present draft to the City Council; solicit input
												13	Refinement	Incorporate input from the public, boards and commissions into draft development framework
												14	Presentation to the City Council	Obtain permission to proceed to draft final report
												15	Report assembly	Draft final report by staff (and consultants, as necessary)
												16	Review and refinement	Review final report by steering committee and edit as necessary
												17	Present final report	Present final report to City Council with the seal of approval

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WG's Working Groups

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CON Consultants

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P Public